

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFCESA/CEOT
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

SUBJECT: Civil Engineer Management Craftsman (7-Level) Course Attendance

1. This memorandum is provided to assist CE units considering candidates for the Civil Engineer Management Craftsman (7-Level) Course.

2. The AF Personnel Center selects “potentially” eligible candidates and notifies unit education & training managers (by rip) of those selections. Supervisors and commanders (with the help of unit education & training managers) should consider only those who have met the applicable criteria for attendance in the course. The criteria is as follows:

a. Interim Change (IC) 00-1 to AFI 36-2201 (posted on the AF PUBS website) changes 7-skill level upgrade training time from 18 to 12 months and permits members to attend craftsman (7-level) courses prior to 12 months in upgrade. (See Notes 3a & 3b)

b. Completion of career development courses (if applicable).

c. Certification on all specialty training standards (Career Field Education & Training Plan, part II) core tasks.

d. Completion of all AF qualification training packages (core and diamond tasks, if applicable).

e. Completion of the exportable 7-Level Read-Ahead-Material (RAM) course on CD-ROM (see Note 3c).

3. Notes:

a. Prior CE AFS personnel, in 3E0X1 through 3E6X1, already holding a 7-level in the “retraining out” AFS are not eligible to attend the 7-level course.

b. All personnel retraining-in from any AFSC other than a CE AFS, 3E0X1 through 3E6X1, must attend the 7-level Management Craftsman course (regardless of whether or not they already held a 7-level in the respective AFS).

c. Students must present the 7-level RAM completion certificate upon arrival to the course. If not available, the unit-training manager must fax a copy of the original certificate of completion to 366 TRS/TTM, DSN 736-1914.

d. Students must bring their respective AF Form 623 (applicable CFETP included) with them to the course. Respective 623s will be used to help facilitate respective blocks of instruction. Although failure to bring individual 623s will not be considered grounds for dismissal (not a prerequisite), it will likely hinder the educational process for those who fail to bring their records.

e. Candidates not fulfilling all course prerequisites (Items 2a through 2e listed above) risk being sent home on day one.

4. If you have any questions or concerns, please contact SMSgt Mike Shakal, HQ AFCEA/CEOT, DSN 523-6421, e-mail Mike.Shakal@afcesa.af.mil; or myself at DSN 523-6440, e-mail Myrl.Kibbe@afcesa.af.mil.

- Signed -

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Civil Engineer Career Field Manager